

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE: ACCOUNTING SPECIALIST II
DEPARTMENT: SUPERIOR COURT
REPORTS TO: VARIOUS

CLASS CODE: 091666
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs moderately difficult accounting functions which include processing accounts payable through the financial system; ordering supplies and processing payment for same; depositing cash receipts; processing payroll by entering information into the financial system; posting and tracking accounts receivables; and maintaining billing systems. May also perform or serve as backup for the receptionist functions.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Enters billing and/or claims information into computer, mails bills and receipts incoming payments.

Processes accounts payable by authorizing payment and entering payment information into the financial system; maintains related filing systems and makes journal entries.

Order supplies by generating requisitions and processing payments.

Processes payroll/timesheets by tracking and/or verifying hours and entering information into payroll system.

Posts and balances accounts receivables, reconciles with general ledger and deposits funds.

Audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures.

Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence on a word processor or typewriter.

Opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail.

Prints checks, obtains signatures and distributes same through mail and or pick up.

Researches and corrects errors.

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Issues and reconciles food stamps, maintains mailing list and balances and maintains various reports related to same.

Balances cash drawer.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Makes arrangements for travel and accommodations for staff and witnesses

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Photocopies reports, charts, memos, and other various documents for staff.

Serves as initial contact for public and department inquiries; disseminates a variety of information to various agencies, division, or departments via telephone, mail or FAX.

Organizes committee meetings; takes minutes; assists with research, preparation and revisions regarding presentation materials.

Maintains office machines.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
Adding Machine

Postage Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

One to two years of experience performing general office duties such as routine accounting functions, typing, filing, and answering telephones; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Record keeping, report preparation, filing methods and records management techniques.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic principles and practices of accounting.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.